

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE: May 11, 2017
POSITION: Clerical Assistant
TERM: Temporary - potential to become permanent without further notice
NO. OF POSITIONS: Multiple positions may be filled from this posting
LOCATION: 500 Pearl Street, New York, NY
CLASS LEVEL: CL 22
SALARY: \$29,961 – \$48,700
CLOSING DATE: May 25, 2017
VACANCY NO: 17-21

DUTIES AND RESPONSIBILITIES: The incumbent provides clerical and administrative assistance to the Office of the Clerk of Court. Duties include providing reception services such as: receiving, screening, and referring telephone and in-person visitors, answering general inquiries from reference material, drafting correspondence and memoranda, preparing documents for foreign mailings, docketing and scanning mailing certifications, performing data entry into several databases, photocopying, and performing other duties as assigned. The position involves heavy telephone and public contact, and requires considerable tact and patience. The tour of duty hours for two of the positions are 8:30am to 5:00pm and the other is 9:00am to 5:30pm.

REQUIRED QUALIFICATIONS: Applicants must be high school graduates, or equivalent. The position requires excellent communication (written and verbal) skills, strong interpersonal skills, computer literacy and knowledge of legal terminology. Applicants must be skilled in data entry and word processing and possess the ability to type 50 words per minute. The incumbent must be punctual and maintain good time and attendance.

GENERAL EXPERIENCE: One or more years of clerical or administrative experience in work which involved typing, filing, record keeping, public contact and telephone usage.

EDUCATIONAL SUBSTITUTION: College education may be substituted for general experience.

PREFERRED QUALIFICATIONS: College education and the ability to speak Spanish is highly desirable.

APPLICATION PROCEDURE: To be considered for this position please submit a resume detailing your education and work experience, along with a cover letter. The cover letter must indicate the position for which you are applying (including the vacancy number), indicate the tour of duty for which you would like to be considered, and identify how your education and/or experience relate to the duties and responsibilities of the position. Candidates must also include the vacancy number and position title in the subject field when submitting via email. Resumes without the cover letter addressing the qualifications will not be considered.

**Please submit your resume and cover
letter to: Personnel@nysd.uscourts.gov**

Applicants must be U.S. citizens or lawful permanent residents seeking U.S. citizenship. Employees of the United States District Court are not included in the government's Civil Service classification and are at-will employees. All employees are required to adhere to the Code of Conduct for judicial employees. Only candidates selected for testing will be contacted. The successful candidate for this position is subject to a background check. This position is subject to mandatory electronic funds transfer for payment of net pay.

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